

EFFECTIVE

December 1, 2013.

Subject(s)

1. Instrumental Activities Daily Living (IADL) policy clarification.
2. Responsible relative definition.
3. Temporary absence from the home.
4. Program of All-inclusive Care for the Elderly (PACE) organizations list updated.
5. Legal dependent removed.
6. Mandatory reporters to other departments have been updated.
7. Centralized Intake policy has been updated.
8. Adult Protective Services (APS) referral policy has been updated.
9. Substance abuse treatment agency information updated.
10. Photographs for APS policy have been added.
11. Provision of protective services policy clarification.
12. Services Plan, Updated Services Plan and Closing Summary.
13. Documentation and form retention.
14. DHS-Pub-269, The Michigan Model Vulnerable Adult Protocol (MI-MVP), has been added.
15. Coordination with Department of Community Health (DCH)/Mental Health (MH).
16. Coordination with Licensing and Regulatory Affairs (LARA).
17. Sharing APS report with law enforcement.
18. Estates and Protected Individuals Code (EPIC).
19. Duties of Guardian Ad Litem (GAL).
20. Advocacy and APS client rights.
21. Legal representation for contested probate hearings.
22. Services for APS clients.
23. Adult services death reporting policy has been added.
24. Law Enforcement Information Network (LEIN).
25. Obsolete manual items.
26. Rescinded policy.

**1) IADL Policy
Clarification****ASM 101, ASM 105 and ASM 120**

Clients who use adaptive equipment to assist with an Activity of Daily Living (ADL), and without the use of assistive technology would require hands-on assistance from another person must be ranked a level 3 or higher on the functional assessment.

Reason: Policy clarification.

**2) Responsible
Relative Definition****ASM 101, ASM 120 and ASM 130**

The definition for a responsible relative has been added to the manual items; a responsible relative is defined as an individual's spouse or a parent of an unmarried child under age 18.

Reason: Policy clarification.

**3) Temporary
Absence from the
Home****ASM 156**

ASM 156, Temporary Absence from the Home, is a new item. Temporary absence from the home policy has been updated.

The specialist must confirm and document the following:

- Time-frame of the client's absence from the estate.
- The client will be traveling with the provider.
- The need for continuation of care during the temporary absence.

Reason: Policy clarification.

**4) PACE
Organizations List
Updated****ASM 125**

The list of PACE organizations has been updated.

Reason: Information updated.

Communication Plan: Office of Workforce Development and Training.

**5) Legal
Dependent****ASM 130**

The reference to legal dependent has been removed.

Reason: Policy clarification.

**6) Mandatory
Reporters to Other
Departments****ASM 205**

The local office must forward anonymous referrals from employees of LARA-licensed facilities to LARA, maintaining the anonymity of the referral source.

Reason: Policy clarification; addition of MCL citation.

**7) Centralized
Intake for Abuse
and Neglect****ASM 205 and ASM 207**

Centralized Intake (CI) for Abuse and Neglect is inputting referrals directly on the Adult Services Comprehensive Assessment Program (ASCAP) and transferring to the local offices via email communication.

Reason: Procedural change.

Communication Plan: Office of Workforce Development and Training.

**8) APS Referral
Policy****ASM 205**

APS policy has been clarified regarding the following:

- CI documenting referrals on ASCAP and forwarding to the local office.
- Local office on-call staff addressing after-hours APS referrals including risk of danger and standards of promptness for contacts.
- When multiple referrals are received on one individual, each referral must be documented on ASCAP and each referral must be reviewed by the local office complaint coordinator to determine if the referral meets criteria for investigation.

Reason: Policy clarification.

Communication Plan: Office of Workforce Development and Training.

**9) Substance
Abuse Treatment
Agencies**

ASM 205

The contact information and DCH department information for substance abuse treatment agencies has been updated.

Reason: Substance abuse treatment division name and contact information changes.

**10) APS and
Photographs**

ASM 205

APS may take photographs of an adult and/or their environment with the verbal consent of the adult (believed to have the capacity to make informed decisions) or their legal representative. The taking and/or use of photographs must end if consent is retracted.

Reason: Procedural change.

Communication Plan: Office of Workforce Development and Training.

**11) Provision of
Protective
Services**

ASM 205

APS must offer services for identified needs on unsubstantiated cases.

Reason: Policy Clarification.

**12) Services Plan,
Updated Services
Plan and Closing
Summary**

ASM 205

Updated policy language regarding completion of services plan, updated services plans and closing summary.

Reason: Policy clarification.

13) Documentation and Form Retention

ASM 205

Updates to forms and items required for case file retention.

Reason: Obsolete forms, new forms.

Communication Plan: Office of Workforce Development and Training.

14) MI-MVP

ASM 210

Policy has been updated to reference the MI-MVP, which is a model protocol for joint investigations of vulnerable adult abuse for use by local DHS offices and their community partners.

15) Coordination with DCH/MH

ASM 210

Updated inter-agency agreement regarding APS investigations that include DCH/MH and DHS, BCAL.

Reason: Clarification of Departmental roles.

Communication Plan: Office of Workforce Development and Training.

16) Coordination with LARA

ASM 210

Policy updated regarding referrals to and coordination of investigations in LARA-licensed facilities.

Reason: Transfer of licensing functions from DCH to LARA.

Communication Plan: Office of Workforce Development and Training.

17) Sharing APS Report with Law Enforcement

ASM 210

APS may share its report with law enforcement entities' with all referral source information redacted.

Reason: Policy clarification.

Communication Plan: Office of Workforce Development and Training.

18) EPIC

ASM 215

Policy updated to reflect EPIC as guiding code for most probate court proceedings.

Reason: Changes to EPIC.

Communication Plan: Office of Workforce Development and Training and contracted APS Legal Training.

19) Duties of GAL

ASM 215

Policy updated to reflect changes in MCL 700.5305 regarding GAL duties in probate proceedings. These changes include:

- The GAL must ask the individual and the petitioner about the amount of cash and property readily convertible into cash that is in the individual's estate.
- Determining whether there are one or more appropriate alternatives to the appointment of a full guardian or if additional actions should be taken in addition to the appointment of a guardian.

- Determining whether a disagreement or dispute related to the guardianship petition might be resolved through court-ordered mediation.

Reason: Statutory changes to EPIC.

Communication Plan: Office of Workforce Development and contracted, APS Legal Training.

20) Advocacy and APS Client Rights

ASM 215

The list of resources available to APS clients has been expanded and updated. APS workers' role in referring clients for external advocacy and legal services.

Reason: Policy clarification.

Communication Plan: Office of Workforce Development and updated APS worker job aid.

21) Legal Representation for Contested Probate Court Hearings

ASM 218

APS workers must be represented in any contested probate court proceedings. The process for obtaining legal representation must include the following steps:

- Use of local prosecuting attorney, if available.
- Requesting representation from a SAAG available in their county after obtaining supervisory approval.
- Contacting the Office of Adult Services (OAS) policy mailbox for approval and instructions for obtaining legal representation from a local attorney when the options above have been exhausted.

Reason: DHS contract with the attorney general to provide APS with legal representation through special assistant attorney generals.

Communication Plan: Weekly Staff News and Office of Workforce Development and Training.

22) Services for APS clients

ASM 220

The amount of funds available to APS clients has increased from \$666.00 to \$1,000.00.

Reason: Reduce risk of harm to APS clients.

Communication Plan: Office of Workforce Development and Training and interim policy bulletin.

23) Adult Services Death Report

ASM 230

Policy for reporting deaths of Adult Services clients has been added.

Reason: Removed from Services Requirements Manual (SRM).

Communication Plan: Office of Workforce Development and Training.

24) LEIN

ASM 264

Changes to procedures for releasing and disposing of LEIN documents.

Reason: Policy clarification.

Communication Plan: Office of Workforce Development and Training.

25) Obsolete Manual Items

The following manual items have been deleted, as they have been incorporated into the policy manual or are no longer relevant.

- ASM 251: Incorporated into ASM 215.
- ASM 256: Obsolete.

**26) Rescinded
policy**

- ASM 260: Obsolete.
- ASM 263: Incorporated into ASM 215.
- SRM 173: Incorporated into new item, ASM 230.

ASM 135, 136

Policy regarding the mandatory use of invoices for agencies has been rescinded. Agency and business providers have the option of submitting monthly invoices in lieu of the DHS-721, Provider Log. Each invoice must specify the following:

- The service(s) provided.
- The date(s) of service.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**[ASM 156](#)[ASM 218](#)[ASM 230](#)**Changed Items ...**[ASM 101](#)[ASM 105](#)[ASM 120](#)[ASM 125](#)[ASM 130](#)[ASM 135](#)[ASM 136](#)[ASM 205](#)[ASM 207](#)[ASM 210](#)[ASM 215](#)[ASM 220](#)[ASM 250](#)[ASM 257](#)[ASM 261](#)[ASM 262](#)[ASM 264](#)**Deleted Items ...**

ASM 251

ASM 256

ASM 260

ASM 263